

Welland Public Library Board

Minutes of the Inaugural/Annual meeting held on Monday, January 15, 2024 at the Main Library and via Zoom.

Present: Councillor Jamie Lee, Lindsay Bryan, Melissa McGlashan, Alyssa Payne, Andrew McChesney, Kathryn Jung, Kieran Scott, Tim Wright

Regrets: Deanna Villella

Staff: Julianne Brunet (*Chief Executive Officer*), Conor Echlin (*Manager of Customer Experience*), Laura Birkett (*Business Services Manager*)

Minutes

1. Call to Order

The Chief Executive Officer called the meeting to order at 7:05 pm.

2. Communications Regarding Appointments

The Chief Executive Officer explained that the positions of Secretary-Treasurer, OLS Board Trustee Representative, and FOPL Representative were appointed for a four-year term in 2023 so will not be elected in this meeting. This meeting is for the election of Chair and Vice-Chair for 2024.

3. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

4. Approval of Agenda

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

24:001 That the agenda be approved as circulated

Carried

5. Elections & Appointments

1. Election of Chairperson

Moved by Tim Wright

24:002 That Lindsay Bryan be nominated for the position of Chair for 2024.

Carried

There were no further nominations.

Moved by Melissa McGlashan
Seconded by Alyssa Payne

24:003 That nominations for the position of Chair for 2024 be closed.

Carried

Moved by Kieran Scott
Seconded by Kathryn Jung

24:004 Moved that Lindsay Bryan be acclaimed Chair of the Welland Public Library Board for 2024. Carried

Lindsay Bryan accepted the position, thanked the Board, and took chair of the meeting.

2. Election of Vice-Chair

Moved by Tim Wright

24:005 That Melissa McGlashan be nominated for the position of Vice-Chair for 2024. Carried

There were no further nominations.

Moved by Tim Wright
Seconded by Kathryn Jung

24:006 That nominations for the position of Vice-Chair for 2024 be closed. Carried

Moved by Tim Wright
Seconded by Alyssa Payne

24:007 Moved that Melissa McGlashan be acclaimed Vice-Chair of the Welland Public Library Board for 2024. Carried

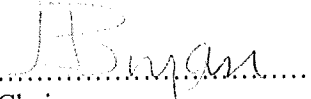
Melissa expressed her appreciation to the Board for their continued support.

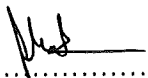
6. General Business Information/Questions

N/A

7. Adjournment

The Inaugural/Annual Meeting was adjourned at 7:11 pm on a motion by Melissa McGlashan.


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Chairperson


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Secretary

Welland Public Library Board

Minutes of the first regular meeting held directly following the inaugural meeting on Monday, January 15, 2024 at the Main Library and via Zoom.

Present: Chair Lindsay Bryan, Vice-Chair Melissa McGlashan, Councillor Jamie Lee, Alyssa Payne, Andrew McChesney, Kathryn Jung, Kieran Scott, Tim Wright

Regrets: Deanna Villella

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager*), Conor Echlin (*Manager of Customer Experience 7:12– 8:03*)

Minutes

1. Call to Order

The Chair called the meeting to order at 7:12 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Kathryn Jung
Seconded by Alyssa Payne

24:008 That the agenda be approved as circulated

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair expressed gratitude to their Board for their continued trust at the beginning of her second term as Board Chair.

6. Consent Agenda

6.1 Approval of the Open Library Board Minutes of November 20, 2023

6.2 Approval of Closed Library Board Minutes of November 20, 2023

6.3 Financial Report

6.3.1 November & December 2023 Financial Report

6.4 Chief Executive Officer's Report

6.4.1 CEO's November Monthly Report

- 6.4.2 2023 November Report on Library Activities
- 6.4.3 CEO's December Monthly Report
- 6.4.4 2023 December Report on Library Activities
- 6.5 JHSC November Workplace Inspection Forms
- 6.6 JHSC December Workplace Inspection Forms
- 6.7 Confidential Staffing Update

Moved by Kathryn Jung
Seconded by Kieran Scott

24:009 That the items in the Consent Agenda be approved as amended

Carried

7. Business Arising

None.

8. Staff Reports

8.1 Intellectual Freedom Report

The Manager of Customer Experience presented the report and explained that intellectual freedom is a core value at the Welland Public Library. Key tenets of the library's collection development policy were discussed, as well as OLA and CFLA statements on intellectual freedom in libraries.

The Board inquired about the process for challenging an item in the collection and the steps to complete a request for reconsideration were outlined.

The Board asked about the process for identifying materials that are in a common category of exclusion. It was explained that if something has been identified by the criminal court of Canada as hate speech or is otherwise legally banned, it would not be included in the collection, but there are very few items that fall into that category. Library staff also regularly review materials in the collection to identify items that should be removed.

The Board thanked the Manager of Customer Experience for the report and commented that it was well-written and informative.

Moved by Alyssa Payne
Seconded by Andrew McChesney

24:010 That the Intellectual Freedom Report be received.

Carried

8.2 2023 Collections Spending Update Report

The Chief Executive Officer explained that the purpose of the report is to keep the Board apprised of collections expenditures challenges encountered at year-end. The Library's approach to collection development processes were outlined.

It was explained that staff faced a challenge with expending the collections budget in 2023 when a vendor confirmed that it would be unable to expend contracted funds for the library by year-end. The Manager of Customer Experience outlined the processes undertaken by Collections Staff to fully expend funds.

Due to the evidence-based approach taken by staff, the Collections Budget was fully expended. The Board inquired about the status of the vendor in question moving forward and the CEO confirmed that they are wrapping up business practices and the Library is going to be using a replacement vendor in 2024.

Moved by Melissa McGlashan
Seconded by Kieran Scott

24:011 That the Collections Spending Report be received.

Carried

8.3 2024 Reserve Fund Transfers & Bequests Report

The Chief Executive Officer presented the report and outlined the requested reserve and bequest transfers for 2024. The report includes a request for a secondary adjustment from the contingency reserve to the operating reserve to bring it to the minimum level of \$50,000.

Donations received at year end in 2023 totalled \$700 and the report requests that these funds be made available for their intended purpose in 2024.

Moved by Kathryn Jung
Seconded by Alyssa Payne

24:012 That the 2024 Reserve Fund Transfers & Bequests Report be approved.

Carried

8.4 Regional Governance Review Report

The Chief Executive Officer provided an update on the current situation with regards to governance discussions for the Niagara Region. The CEOs representing Niagara's public libraries convened in early December to discuss content for the potential deputation/report to the Provincial Standing Committee on Heritage, Infrastructure, and Cultural Policy.

The Chief Executive Officer explained that there are several library boards in the Niagara region which have decided not to endorse the CEOs' submission, and requested direction with respect to endorsement and/or the inclusion of examples specific to the Welland Public Library. The written submission is due by January 18, 2024.

Discussion ensued. Board members expressed support for the report.

Moved by Kieran Scott
Seconded by Kathryn Jung

24:014 That the Regional Governance Review Report be received for information. Carried

Moved by Tim Wright
Seconded by Kathryn

24:015 That the Welland Public Library Board direct the Chief Executive Officer to endorse the report and include examples specific to the Welland Public Library.

Carried

9. Policies

9.1 AD 3-3.1 Early and Safe Return to Work

The Manager of Business Services explained that the JHSC reviewed the policy and made minor grammatical and formatting corrections.

Moved by Andrew McChesney
Seconded by Alyssa Payne

24:016 That the AD 3-3.7 Early and Safe Return to Work Policy be approved. Carried

9.2 BD 1-1.2 Designation of Head

The Chief Executive Officer reported that this policy had been updated to reflect the location of applicable legislation.

Moved by Kathryn Jung
Seconded by Melissa McGlashan

24:017 That the BD 1-1.2 Designation of Head Policy be approved. Carried

10. General Business Information/Questions

None.

11. Member Announcements

None.

12. Dates to Remember

- Ontario Library Super Conference - January 24 -27, 2024
- Monday, February 26, 2024, 7:00 pm Library Board Regular Meeting (hybrid)

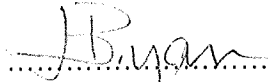
13. Adjournment

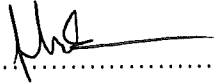
The regular meeting was adjourned at 8:08 on a motion by Kathryn Jung.

Closed Meeting

The Chair called the meeting to order at 8:20 pm.

The closed meeting was adjourned at 9:02 pm on a motion by Alyssa Payne


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Chairperson


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Secretary